

U.S. SECURITIES AND EXCHANGE COMMISSION
Public Notice of Vacancies

ANNOUNCEMENT NUMBER: DHA-04-161-DW

Opens: September 28, 2004

Closes: October 13, 2004

Information Technology Specialist (Security), SK-2210-14

This is a bargaining unit position

GRADE: SK-14: \$89,826 - \$131,215 per Annum

PROMOTION POTENTIAL: None

VACANCIES: Two

SCHEDULE: Full-Time

OFFICE: Office of Information Technology
Information Security Group

LOCATION: Alexandria, VA

This job is open to all U.S. citizens.

Moving Expenses will not be paid.

BENEFITS: SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Disability and Flexible Spending Account.

WHAT WORK WILL YOU PERFORM?

As an Information Technology Specialist (Security), you will:

Serve as a senior information security specialist for all SEC information systems with responsibility for the planning, development, implementation and maintenance of programs and policies necessary to assure security of all existing and newly deployed systems; Internet/Intranet security; and security for the enterprise network.

Develop and implement OIT security policies and procedures for the SEC.

Serve as a Certification and Accreditation Specialist responsible for assisting in and supporting Information Technology (IT) Systems' Certification and Accreditation (C & A) activities: documentation, testing, and reporting. These activities include security test planning, review and analysis of test results, policy and procedural changes, preparation of Statements of Work, and supervision of contractors. Duties also include:

- Monitoring and evaluating systems' compliance with federal IT security C&A requirements.
- Reviewing policy and procedures for information technology systems security.
- Writing and developing documentation of systems to meet Agency and Federal security C&A requirements.
- Planning systems' implementation in regard to the rigorous application of information security/information.

Participate in the design and implementation of security audits, evaluating and applying current tools and methodologies for audits, and direct the preparation of security procedures and training and awareness materials. Assure the application of a variety of strategies and measures designed to protect equipment, control access and detect security threats and vulnerabilities.

Assist in the design, management and implementation of programs to assure security of government systems which are managed by contract personnel, applying federal and industry standards to OIT contracts. Provide direction to contractor personnel.

Analyze SEC business requirements and propose innovative and contemporary security solutions to ensure the business of the SEC is protected but remains efficient and effective.

See next page for additional information

Develop the Security Group's goals and objectives to meet the overall business goals of the SEC. Participate in or

lead strategic planning teams involving information technology security and assures compliance of all OIT initiatives with applicable law and regulation and OIT and industry best practices and standards. Work with senior SEC management and leaders to assess the organization's overall IT risk and to mitigate risk.

Represent the OIT on issues relating to security in numerous forums throughout the SEC and in other parts of the federal and private sector.

Participate with OIT personnel and contractors in a matrix management environment, utilizing teams of subject matter experts, planners and support staff for issues and projects related to security. Manage fiscal resources assigned for Security Group projects, directing budget planning and execution, assuring adherence to regulation and policy, and obtaining maximum cost efficiency.

WHAT ARE THE QUALIFICATION REQUIREMENTS?

Candidates must meet the Specialized Experience below.

SPECIALIZED EXPERIENCE: Applicant must have one full year of specialized experience at a level of difficulty equivalent to the next lower grade in the Federal service (e.g., GS/SK-13) or equivalent private sector experience that directly involves: 1) demonstrated knowledge of, and experience with, the Federal IT Certification and Accreditation (C&A) security requirements in the preparation, maintenance, and oversight of C&A system security documentation; 2) Demonstrated knowledge and experience in developing information security policies, standards, guidelines and procedures.

ICTAP ELIGIBLES

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criterion established for the position. A well-qualified displaced employee will be referred before any other qualified candidates. ICTAP eligible candidates will be evaluated against the following factor to determine if they are well qualified:

Applicant must have experience in information technology and related industry practices operations and integration of information systems.

HOW TO APPLY AND WHERE TO SEND APPLICATION

The SEC has contracted with JDG Associates to accept and review the applications for this position. Their e-mail address is resumes@jdgsearch.com. Upon receipt and review of the resume, they in collaboration with the SEC Office of Human Resources will determine which highly qualified candidates to refer to management for further review.

While we are using a contractor, federal hiring regulations are still in force.

If you are a veteran, a copy of a DD-214 verifying honorable military service is required for special consideration. Please indicate on your application the dates of service, your rank at the time of discharge, and any service medals received. Additional information on Veterans Preference requirements can be obtained from:
<http://www.opm.gov/veterans/html/vetguide.asp>

See next page for additional information

None of these forms will be subsequently loaned or returned to you.

DO NOT submit applications directly to the SEC for this position. Submit your application only to the contractor (JDG Associates cited above).

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Moving expenses will not be paid for this position.

The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment.

REASONABLE ACCOMMODATION: The SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.

<p>EQUAL EMPLOYMENT OPPORTUNITY</p> <p>Candidates will be considered without regard to any non-merit reason such as race, color, religion, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.</p>
